



STATE OF MICHIGAN
BUREAU OF ELECTIONS
LANSING

**VOTING ACCESS FOR INDIVIDUALS WITH DISABILITIES
POLLING PLACE IMPROVEMENT GRANT PROGRAM
INSTRUCTIONS**

The Michigan Department of State has been awarded funds from the Department of Health and Human Services to improve accessibility to and participation in the elections process for voters with disabilities. This grant program is funded through Title II, Section 261, of the Help America Vote Act (HAVA), CFDA 93.617. The department's Bureau of Elections is responsible for overseeing the grant process.

A portion of these funds have been allocated to assist cities and townships in making polling places accessible to individuals with disabilities according to the requirements of the Americans with Disabilities Act as it pertains to polling places. Providing accessibility for all voters is a requirement for all polling places.

If a polling place in your jurisdiction cannot be made accessible, you must move the polling place to a location that is accessible. You can also obtain information regarding temporary solutions on Election Day on the Department of Justice's ADA Web site at www.ada.gov.

REQUIREMENTS

To apply to receive financial assistance for polling place accessibility improvements, the following requirements must be completed:

1. Complete and submit the following documents:

- a) The [Polling Place Accessibility Checklist](#) must be completed for each polling place location. Print a copy of this checklist from website to use as a worksheet for each polling location. Once you have completed your worksheet(s), submit your checklist(s) electronically via the Elections eLearning Center. You can find the e-checklist in the Elections eLearning Center, <http://mi.learnport.org/elections> by searching for **PPA Checklist**.

Grant awards *will not* be considered unless a completed Polling Place Accessibility Checklist for the polling place location involved is received. The printable checklist can be accessed on the Bureau of Elections' Web site at www.Michigan.gov/elections (click "Information for Elections Administrators> HAVA Polling Place Accessibility")

Please note that a number of disability advocacy organizations throughout the state have volunteered to assist clerks in surveying their polling places and completing the checklists. A listing of the volunteers and their contact information is provided on the Bureau of Elections' Web site along with the Polling Place Accessibility Checklist. (See instructions above to access the document on the Web site.)

At least one volunteer is listed for each county. We strongly encourage you to partner with a volunteer when conducting the survey. In addition, you may also contact the Michigan Protection and Advocacy Service (MPAS) if you have questions related to the survey checklist or accessibility issues in general. MPAS can be contacted at: (800) 288-5923 (Lansing).

- b) Section I of the **Polling Place Improvement Grant Application** must be completed. If financial assistance for polling place accessibility improvements is being requested for multiple polling place locations, Section I of the Polling Place Grant Application only needs to be completed once.
 - c) Sections II through IV of the **Polling Place Improvement Grant Application** must be completed for each polling place location in which funds are being requested.
- 2. Carefully read the "Section Descriptions" before completing the Polling Place Improvement Grant Application.
 - 3. Include pictures of the area for which funding for improvements are being requested *prior to* the completion of the needed improvements. Pictures of improvements after the completion of the needed improvements will need to be submitted when requesting reimbursement.
 - 4. A Polling Place Accessibility Checklist and Polling Place Improvement Grant Application for each polling location included in the financial assistance request must be **received** no later than June 30, 2014. Please note that faxed applications will not be accepted.

Documents can be submitted by mail or email as follows:

Michigan Department of State
Bureau of Elections
P.O. Box 20126
Lansing, Michigan 48901-0726
Phone: (517) 373-2540
Email: pplacegrant@michigan.gov

If you have questions, contact:

David Foster
517.335.2795

Tracy Smith
517.335.2738 (Lansing)
313.456.2007 (Detroit)

REVIEW AND GRANT AWARD PROCESS

1. After we receive your jurisdiction's Polling Place Improvement Grant Application, we will review your application to determine whether your intended improvements are eligible for reimbursement under this program.
2. Applications will be reviewed by the Bureau of Elections in the order they are received. Grants will be awarded based upon the availability of funds.
3. If your application is approved, we will notify you of the maximum grant award you are eligible to receive. We will also provide you with a Grant Agreement and Authorized Work Plan that you must promptly sign and return in order to secure your grant award. As the total amount of grant funds available is limited, the full cost of your improvements may not be covered by this grant program. Therefore, some amount of funding may be required at the local level to cover the cost of improvements. **NOTE: Projects that you have already started and/or completed *do not* qualify for reimbursement under this program.**
4. Payments will be issued on a reimbursement basis only. If your improvements are approved for reimbursement under the program, you will be required to complete the improvements, provide detailed receipts or detailed invoices with evidence of payment (i.e. canceled check), and provide pictures of the completed improvements prior to receiving reimbursement. Reimbursements will be issued for the lesser of 1) the actual expenditure of *each individual* improvement *within each category* or 2) the amount awarded for *each individual* improvement *within each category*.
5. This program is available to city and township clerks only. We understand that many of the buildings used as polling places throughout the state are not owned or controlled by the local jurisdiction. If a grant award is sought for improvements to buildings that are not owned or controlled by the city or township, arrangements must be made between the local jurisdiction and the building ownership or management to allow for issuing reimbursements to the local jurisdiction.
6. Any polling place for which financial assistance is provided through this grant program must be used as a polling place for a minimum of three even-year November general elections following the issuance of the grant. You will be required to commit to this in the Grant Agreement provided with your grant award announcement.
7. You are responsible for having knowledge of and complying with any local ordinances or historical site requirements that may be relevant to your intended improvements.
8. Please note that regardless of the amount of reimbursement a jurisdiction may or may not be eligible to receive, it is still required that polling places meet the requirements of the Americans with Disabilities Act as specified in the Polling Place Accessibility Checklist.

FEDERAL AND STATE GUIDELINES RELATING TO IMPROVEMENT COSTS

If your application is approved, we will provide you with a detailed Grant Agreement and Work Plan that you must sign and return before improvements can be started. However, following are federal and state guidelines to be aware of as you plan your improvements. (This list does not encompass all legal requirements.)

1. To ensure that costs are reasonable, your jurisdiction (the “grantee”) must solicit competitive bids whenever possible. At least three competitive bids are required for all improvements over \$25,000. Two bids are required for improvements under \$25,000 and greater than \$2,500. Bids must be obtained from independent third parties. For all bids, the grantee must avoid the appearance or occurrence of a conflict of interest.
2. Pictures of the area for which funding for improvements is being requested *prior to* the completion of the needed improvements must be submitted with the application. Pictures of improvements after the completion of the needed improvements must be submitted when requesting reimbursement.
3. Grantees may not procure services from businesses or individuals that are debarred or suspended, or otherwise excluded from or ineligible for participation in federal assistance programs. A listing of businesses and individuals that are suspended or debarred can be obtained from the General Services Administration’s (GSA) website at: <https://www.epls.gov/>. When possible, Grantees must take appropriate affirmative steps to support minority business firms, women’s business enterprises, and labor surplus area firms and shall give preference in procurement to the purchase of specific products containing recycled materials (as identified in the guidelines published by the U.S. Environmental Protection Agency).
4. To the fullest extent possible, all equipment and products purchased with these funds should be American made.
5. The grantee must agree to adhere to the Davis-Bacon Act, as amended (40 U.S.C. 276a to a 7) which states that all federally funded construction contracts awarded by recipients or sub recipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act. Under this act, contractors or their subcontractors are required to pay wages and fringe benefits to laborers and mechanics at a rate not less than the minimum wages determination made by the Secretary of Labor. In addition, the wage determination and a Davis-Bacon poster (WH-1321) must be posted at all times by the contractor and its subcontractors at the site of work where it can be easily seen. The WH-1321 poster may be obtained at no charge from the Department of Labor, Wage and Hour Division. These requirements must be outlined when seeking competitive bids.

6. Grantees will be required to attest to the intent of the grantee to comply with the following federal guidelines:
 - a. The Certification Regarding Lobbying, (45 CFR Part 93) may be found at http://www.acf.hhs.gov/grants/grants_resources.html.
 - b. The Certification Regarding Drug-Free Work Place (45 CFR Part 76) may be found at http://www.acf.hhs.gov/grants/grants_resources.html
 - c. The Debarment Certification may be found at http://www.acf.hhs.gov/grants/grants_resources.html.
 - d. Certification Regarding Environmental Tobacco Smoke may be found at http://www.acf.hhs.gov/grants/grants_resources.html.
 - e. OMB Circulars can be obtained from the United States Office of Management and Budget's website at: www.whitehouse.gov/omb/grants/grants_circulars.html
 - i. OMB Circular A-87 "Cost Principles for State and Local Governments." This circular outlines the cost principles to be employed by State and Local Governments.
 - ii. OMB Circular A-102 "Grants and Cooperative Agreements With State and Local Governments." This circular outlines the administrative requirements for State and Local Governments.
 - iii. OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations." This circular outlines the audit requirements for State and Local Governments.
7. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects funded in whole or in part by federal money, all grantees shall clearly state:
 - a) the percentage of the total costs of the program or projects which will be financed with federal money;
 - b) the dollar amount of federal funds for the project or program; and
 - c) the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

POLLING PLACE IMPROVEMENT GRANT APPLICATION

***** SECTION DESCRIPTIONS *****

SECTION I. JURISDICTION CONTACT INFORMATION

Section I needs to be completed only once per jurisdiction.

- In this section, complete contact information for your jurisdiction's clerk and treasurer must be provided.

SECTION II. POLLING PLACE INFORMATION

Section II needs to be completed for each location for which funding for improvements is being requested.

- Section II provides basic information regarding the polling place name and location.

SECTION III. TYPE OF IMPROVEMENT AND PROJECT ESTIMATES

Section III needs to be completed for each location for which funding for improvements is being requested.

- You must itemize each improvement under one of six categories and provide the following: 1) the estimated cost for the improvement, 2) written estimates or bids to support your estimated cost for individual projects exceeding \$2,500, 3) the estimated completion date of the improvement and 4) pictures of the area for which you seek improvements prior to the completion of the needed improvements. (Reimbursements will be issued for the lesser of 1) the actual expenditure of *each individual* improvement *within each category* or 2) the amount awarded for *each individual* improvement *within each category*.)
- Each category has space for four improvements to be listed. If you have additional improvements in a particular category, an additional row can be added.
- The categories under Section III correspond to the Polling Place Accessibility Checklist categories. A brief explanation of each category is provided below. Please note that you will need to refer to the Checklist to confirm the complete range of requirements for each category under the Americans with Disabilities Act.

Parking

Parking refers to the space made available for parking vehicles. Improvements made under “**Parking**” may include, but are not necessarily limited to:

- Increasing the total number of accessible parking spaces at a particular location.
- Adding or improving signage used to identify the accessible parking spaces.
- Adjusting the width of the accessible parking spaces.
- Repairing damage to the parking lot that could create an obstacle, i.e., loose gravel or concrete.

Passenger Drop-Off Area

The Passenger Drop-Off Area, if the location has one, is an area at which a vehicle may pull up closer to the building to allow a person to exit the vehicle and have a shorter distance to travel into the building. Improvements under “**Passenger Drop-Off Area**” may include, but are not necessarily limited to:

- Constructing curb cuts and ramps, if needed.
- Leveling the drop-off area.
- Adjusting the width and slope of curb ramps.
- Repairing loose gravel or concrete.

Exterior Path of Travel/Sidewalks

Exterior Path of Travel/Sidewalks refers to the route an individual must travel from the exterior of the building up to the building entrance. The path of travel could begin at any parking space (including the accessible parking space), a passenger drop-off area located close to the building or a drop-off location where a person can exit public transportation. Improvements under “**Exterior Path of Travel/Sidewalks**” may include, but are not necessarily limited to:

- Constructing curb cuts.
- Widening or repairing sidewalks.
- Constructing ramps (if a voter must negotiate steps in order to enter the building).
- Widening ramps.
- Repairing loose gravel or concrete.

Building Entrance

The Building Entrance refers to the accessible door a voter would use to enter the building in which voting is taking place. There must be a fully accessible path of travel from the exterior of the building to the accessible entrance. Improvements under “**Building Entrance**” may include, but are not necessarily limited to:

- Widening doorways.
- Installing new door hardware to facilitate the opening of doors (this may include new doorknobs or electronic openers).
- Leveling thresholds.
- Widening the interior and exterior clear space.

Interior Path of Travel/Hallways

Interior Path of Travel/Hallways refers to the route a voter must travel upon entering the building into the room where voting is taking place. Improvements under “**Interior Path of Travel**” may include, but are not necessarily limited to:

- Removing obstacles and protruding objects from hallways.
- Installing ramps.
- Widening the path of travel.

Voting Area

The Voting Area refers to the room in which voting is taking place. Improvements under “**Voting Area**” may include, but are not necessarily limited to:

- Widening the doorway a voter must enter from the hallway into the room where voting is taking place.
- Leveling doorway thresholds.
- Providing adequate space so that a wheelchair can move easily through the room and ensuring that the room is free of obstacles and obstructions that would make it difficult to move about the room.

SECTION IV. SUMMARY OF COST FOR POLLING PLACE IMPROVEMENTS

Section IV needs to be completed for each polling place for which for which funding for improvements is being requested. Section IV provides information on the cost of all improvements to be made at the location and the start/completion dates of the improvements. It is also your attestation to the accuracy of the information provided.

You must retain information in your office to support your estimates. Written estimates or bids must be included with your application for any single improvement that exceeds \$2,500.

Please direct any questions to: Email: pplacegrant@michigan.gov

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517.335.2795

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